

COUNTY COMMISSIONERS OF CHARLES COUNTY, MARYLAND

Resolution No. 2009-78

Whereas, the Board of Public Works for the State of Maryland recently approved approximately \$450,000,000.00 in budget reductions for FY 2010;

Whereas, as part of the State of Maryland's budget reduction, local aid to Charles County was reduced by \$5,543,188.00;

Whereas, the Governor of the State of Maryland has warned local governments that there may be further budget reductions affecting aid to local governments during FY 2010;

Whereas, as a result of this reduction, the County Commissioners of Charles County, Maryland must reduce its FY 2010 appropriations;

Whereas, it is impossible to achieve reductions in spending of this magnitude without some action affecting employees;

Whereas, substantial savings may be achieved without undue interruption of county services if county employees are required to participate in a carefully managed furlough plan;

Whereas, a carefully managed furlough plan for county employees is preferable to layoffs during these difficult economic times;

Whereas, the County Administrator conducted a survey in which eighty (80) percent of employees supported the implementation of a furlough proposal;

Whereas, a ten (10) day furlough equates to a 3.86% salary reduction on an annualized basis or a 5% reduction across the remaining FY 2010 twenty (20) pay periods;

Whereas, it is in the interest of the County and the public to allow employees flexibility in the implementation of the furlough plan;

Whereas, the Charles County Commissioners wish to minimize and mitigate the impact of the furlough plan on affected employees;

Whereas, enacting a furlough plan containing ten (10) furlough days from September 26, 2009 until June 30, 2010 and allocating the loss of pay for the reduced hours over twenty (20) pay periods minimizes the impact on employees; and

Whereas, this furlough plan will terminate on June 30, 2010 and will not reduce reported earnings for pension purposes nor reduce pension benefits.

NOW, THEREFORE, in accordance with the provisions of Article 25, Section 3, of the Annotated Code of Maryland and the Charles County Personnel Policy & Procedures Manual, revised December 4, 2007 by Resolution No. 2007-66, be it enacted by the County Commissioners of Charles County, Maryland, that

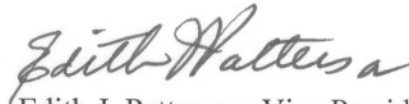
- 1) The County Administrator implement a furlough plan which imposes ten (10) furlough days for all Full-Time and Full-Time Reduced Hours employees spread over the next twenty (20) pay periods starting on September 26, 2009 and ending on the last pay period of FY 2010;
- 2) The County Administrator is authorized to oversee and implement this program and to establish reasonable rules, regulations and/or administrative policies and procedures;
- 3) Effective September 26, 2009 and ending June 30, 2010, the Charles County Personnel Policy and Procedures Manual which was adopted by the County Commissioners on December 4, 2007 be amended as set forth in the document entitled "Charles County Government Personnel Policy and Procedures Manual Addendum #1," a copy of which is attached hereto and incorporated by reference;
- 4) As of the first day of the first pay period for FY 11, salaries will no longer be impacted by the furlough plan and that pay period will be used to report the normal salary for pension purposes, thus pension benefits are not affected;
- 5) That the Department of Human Resources coordinate any necessary meetings with County employees to address any questions or concerns that may exist and to conduct training with supervisors and payroll;
- 6) The Department of Public Facilities is directed to ensure optimal use of building mechanical and lighting systems by implementing a plan that targets systems to support only the occupied zones in partially used buildings;
- 7) That agencies funded by the County and whose payroll is administered by the County but who are exempt from this Plan by virtue of Maryland State law will enact similar budget cuts in the fashion determined at their discretion and that they report such determinations to the County Commissioners in writing by November 1, 2009.

- 8) Except as otherwise provided herein, the provisions of Chapter 197 of the Charles County Code, entitled "Personnel Regulations" be, and hereby is, repealed as obsolete and entirely supplemented by the provisions of the Charles County Personnel Policy and Procedures Manual as adopted by the County Commissioners on December 4, 2007.

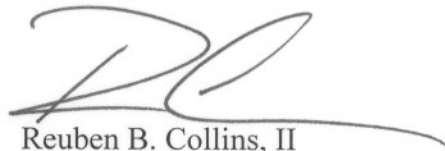
COUNTY COMMISSIONERS OF
CHARLES COUNTY, MARYLAND




Wayne Cooper, President



Edith J. Patterson, Vice President



Reuben B. Collins, II

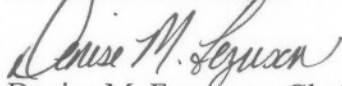


Samuel N. Graves, Jr.



Gary V. Hodge

ATTEST/WITNESS:



Denise M. Ferguson, Clerk

Charles County Government
Personnel Policy and Procedures Manual
Addendum #1

Amended to Address Funding Reduction for Fiscal Year 2010

The following changes to **Chapter 12: Non-Disciplinary Separations, Furlough**, are approved for temporary inclusion into the Charles County Personnel Policy and Procedures Manual (revised 12/04/07) and are effective September 26, 2009 and ending on the last pay period of FY 2010.

All employees subject to the Charles County Personnel Policy and Procedures Manual will be required to take ten (10) furlough days between September 26, 2009 through June 30, 2010. An employee may not receive pay for time during which the employee is furloughed. An employee may not work during furlough time except that in the event of an emergency the County Administrator may revoke furlough time and the employee shall be paid for that time. An employee whose furlough time is revoked will be required to take the furlough time on another day. Furlough days will be implemented in the following manner:

Routine county government operations shall be significantly curtailed and all County Government Buildings will be closed on November 25, 2009, December 24, 2009, December 31, 2009 and May 28, 2010. Operations will be closed except for essential and emergency personnel. These dates will be considered mandatory furlough days. These furlough days coincide with State Government furlough days and will extend four holiday weekends. Essential personnel who work these dates will observe a different furlough day.

In addition to the government closures noted above, all employees must observe six additional furlough days on or before June 30, 2010. These additional furlough days are to be observed while normal operations for their department or office are being conducted and are not to interrupt normal County business. Since Furlough days are being implemented across pay periods and not deducted during the pay week in which they occur. This is being done to minimize employee impact. Employees will be allowed to choose the dates of the six furlough days (or furlough days not observed during government closures), with the approval of their supervisor. Furlough days may be used in lieu of other leave (i.e. annual, compensatory, sick) when absent from work. In order to avoid additional expense to maintain normal operations, Department Heads, with the concurrence of the Director of Human Resources, may substitute a furlough day for other leave requested by an employee or require that an employee observe a furlough day on a certain date. Employees required to submit a physician's note for sick leave absences or employees on FMLA, may be required to observe a furlough day in lieu of using sick leave or other leave including leave donations.

Furlough days must be taken on or before June 30, 2010 and must be taken in whole days, not hours, unless approved by the Department Head with the concurrence of the Director of Human Resources. A furlough day is equivalent to 7.5 hours for 37.5 hours per week employees, and 8 hours for 40 hours per week employees. Full-Time Reduced Hours employees will receive appropriately pro-rated furlough days.

Unless authorized in writing by the employee's department head during a work week in which furlough time is scheduled, an employee may not work in excess of the employee's normal work week reduced by furlough time taken during such work week. Employees should schedule their furlough days by

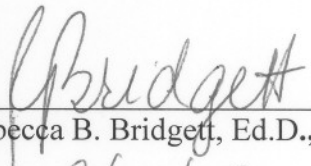
April 1, 2010. While all leave is subject to being substituted for a furlough day, leave used after April 1, 2010 without all furlough days observed or scheduled, will be prioritized for substitution. If any new employees commence employment during the effective time frame, they will observe a pro-rated number of furlough days.

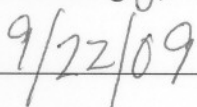
For all purposes other than salary or wages an employee on furlough time will be considered to be on paid leave.

Employees who separate from County service while this amendment is effective, will be paid any leave payments at the reduced pay rate. Furlough days will not be used to extend the employment period beyond the last day worked, unless approved by the County Administrator.

The Charles County Commissioners reserve the right to make additional changes including extending or rescinding this amendment in whole or in part at any time. Should this amendment be modified, rescinded or extended, everything will be done to attempt to notify County employees appropriately.

These temporary policy changes have been reviewed and approved by the Charles County Commissioners. The effective date of these policy changes is September 26, 2009.



Rebecca B. Bridgett, Ed.D., County Administrator


Date